



Position Title: Senior Teacher Librarian
Department: Learning Services
Reports To: Head of Learning Services
Load: Full Time Position

Primary Function: The Senior Teacher Librarian is responsible for the management and development of the whole school library and acts as direct supervisor of the Assistant Librarian. As a member of a professional staff, their duties and responsibilities reflect the value ZIS places on the creation of a caring community, student success, and professional growth. The STL is a whole-school position at ZIS. This affords an opportunity to provide support and guidance in a unique way. The STL will, therefore, have a range of responsibilities inside the library as well as opportunities for leadership regarding teaching and learning, curriculum development, resource development and information literacy.

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Key Duties and Responsibilities:

Collection Development and Management

- Maintain paper and digital resources
- Order: general circulation, textbooks, graded readers, digital resource banks, etc.
- Catalogue new additions to the collection

Literature Promotion

- Ensure students are familiar with a range of formats and genres
- Encourage and promote a love for reading (through such initiatives like "Battle of the Books")
- Expose students to quality literature from a range of cultures covering current and classic themes relevant to today's youth
- Collaborate with teachers to develop rich reading programs
- Advise parents regarding their children's reading needs
- Maintain and develop reading systems and programs

Teaching and Learning

- Develop students' research skills
- Develop students' ability to analyse, evaluate and synthesis what they read

- Collaborate effectively with subject and classroom teachers as they plan and deliver units; develop and promote information literacy through the units
- Literacy programs
- Support in unit development
- Understanding current teaching practices

Leadership

- Training and managing the Chinese Teacher Librarian
- Support the leadership team through the whole-school vision and approach intrinsic to the library's role in the school
- Provide relevant professional development of staff in line with role
- Participate in the planning and development of ICT in the school
- Advocate for student information literacy

Curriculum Development

- Remain current with regards to IB publications and documentation, ICT and educational practices
- Collaborate with teachers in the development, implementation and review of school policies that relate to the curriculum
- Collaborate with the leadership team in the integration of ICT into the curriculum
- Promote and drive literacy skills through the continuum

Information Literacy and ICT

- Understanding and researching current digital media pertinent to education
- Providing support regarding the acquisition of current digital platforms

Services

- Maintain and update displays to promote library activities, events and special visitors
- Maintain an inviting, friendly and safe learning environment in the library
- Ensure the library is a functional space for different kinds of learning (group, pair, individual)
- Provide access to our chosen network and catalogue

Logistics

- Our work day begins at 8:00 and ends at 4:00 or 5:00 depending on meeting times
- All professional staff are expected to attend school meetings, professional development days and special events. Some of these events occur outside of regular school hours.
- The Senior Teacher Librarian is expected to perform supervision duties within the library to allow access during non-teaching hours